

If you have not enrolled in E-Services and requested access to your case yet, stop here. Before you can electronically file a Motion/Pleading/Document in a case, you must have electronic access to your case and have filed an appearance.

The reclaim form (JD-CL-6) is a system-populated form. That form is a document that the e-filing system fills out for you based upon the information that is already in the e-filing system, such as the name, case docket number and the names of appearing parties. You must give some additional information and then the system will show you the completed form to look over and e-file. If the information you provided when you enrolled in E-Services has changed, you will be able to change what is automatically filled out on the reclaim form. You should also change it on your E-Services account.

Here is a checklist of what you must do to file a reclaim on-line.

To file a reclaim on-line, you must:

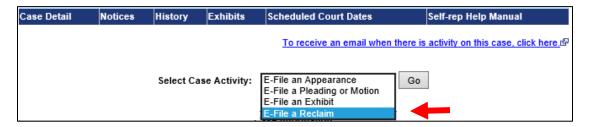
- 1. Enroll in E-Services to set up a User ID and password
- 2. Log in to E-Services with your User ID and password to request electronic access to your case
- 3. Be approved for electronic access by the clerk of the court
- 4. Log in to E-Services with your User ID and password
- 5. Choose Superior Court E-Filing
- 6. Go to the main page (case detail page) for your case
- 7. Choose **E-file a Reclaim** as your desired case activity
- 8. Fill in the required information in the system, and if it is filled in for you, make sure the information is correct
- 9. Sign your reclaim by typing in your User ID
- 10. Review your reclaim
- 11. Print a copy of your reclaim to send to all other self-represented parties and attorneys of record
- 12. Print the confirmation page that gives you the information on what you filed with the court
- 13. Send a copy of the reclaim to all other self-represented parties and attorneys of record

## Log In to Eservices and Navigate to your case:

- 1. Navigate to the Judicial Branch Website by typing the following web address <a href="www.jud.ct.gov">www.jud.ct.gov</a>.
- 2. Choose **E-Services** from the menu on the left side menu
- 3. Click the Log-In button
- 4. Enter your User ID and password
- 5. Click Login to log in to E-Services
- 6. Click Civil/Family Housing Small Claims under Superior Court E-Filing
- 7. Find your case by clicking on **By Docket Number** or **By Party Name** under "E-File on an Existing Case" on the menu.

## E-File a Reclaim

1. On the case detail page select E-File a Reclaim from the desired case activity drop-down



2. Click **Go**, the **E-File a Reclaim** screen displays. Example shown below.

| Show Instructions                   |                                                                                                                                                 |                | E-File a Reclaim                                                                             |                      |                 |          |          |                |                 |
|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------------------------------------------------------------------------------------------|----------------------|-----------------|----------|----------|----------------|-----------------|
|                                     | If this is the correct case, select motion(s) to claim/reclaim below.  If this is incorrect, select "Cancel" to return to the Case Detail page. |                |                                                                                              |                      |                 |          |          |                |                 |
| Select<br>Motion(s)<br>to (Re)claim | Entry<br>No                                                                                                                                     | Entry<br>Date  | Description                                                                                  | Document Description | Initiated<br>By | Arguable | Result   | Result<br>Date | Ordered By      |
| Not<br>Claimable                    | 100.30                                                                                                                                          | JUN 4<br>2021  | HOUSING SUMMARY PROCESS<br>SUMMONS (JD-HM-32)                                                |                      | Р               | No       |          |                |                 |
| Not<br>Claimable                    | 100.31                                                                                                                                          | JUN 4<br>2021  | COMPLAINT                                                                                    |                      | Р               | No       |          |                |                 |
| Not<br>Claimable                    | 100.32                                                                                                                                          | JUN 4<br>2021  | NOTICE TO QUIT POSSESSION -<br>ORIGINAL SUMMARY PROCESS                                      |                      | Р               | No       |          |                |                 |
| Not<br>Claimable                    | 100.33                                                                                                                                          | JUN 4<br>2021  | RETURN OF SERVICE                                                                            |                      | Р               | No       |          |                |                 |
|                                     | 101.00                                                                                                                                          | JUN 14<br>2021 | MOTION FOR DEFAULT FOR<br>FAILURE TO APPEAR AND<br>JUDGMENT OF POSSESSION<br>SUMMARY PROCESS |                      | Р               | No       |          |                |                 |
| Not<br>Claimable                    | 101.10                                                                                                                                          | JUN 14<br>2021 | ORDER                                                                                        |                      | Court           | No       | Rejected | JUN 14<br>2021 | BY THE<br>CLERK |
|                                     | 102.00                                                                                                                                          | JUN 14<br>2021 | MOTION FOR DEFAULT FOR<br>FAILURE TO APPEAR AND<br>JUDGMENT OF POSSESSION<br>SUMMARY PROCESS |                      | Р               | No       | Denied   | JUN 17<br>2021 | BY THE<br>CLERK |

3. Check the box next to the motion or objection that you want to reclaim for the short calendar.

**Note:** You can reclaim a maximum of eight (8) motions or objection at one time. You cannot reclaim a document that shows "not claimable" instead of a checkbox. You cannot reclaim a motion or objection that shows "Claimed to Calendar" instead of a checkbox, because it has already been scheduled on a future short calendar.

- 4. Select one of the options below the list of documents to tell the court if the motion or objection is a
  - Superior Court (Other than Family Support Magistrate Matters); or
  - Family Support Magistrate Matter;

| * | Superior Court (Other than Family Support Magistrate Matters) |
|---|---------------------------------------------------------------|
|   | Family Support Magistrate Matters                             |
|   | Assigned for Trial                                            |

**NOTE:** For *civil* cases, the circle next to "Family Support Magistrate Matters" will be greyed out as it is not an available option.

- 5. Check the box **Assigned for trial** if the case is assigned for trial.
- 6. Click Continue, the Certification of Service screen displays
- 7. Verify the name and address information shown on this page



8. Enter your **User ID**, which is your signature

By signing you are Certifying that a copy of the above (1) was or will immediately be mailed or delivered electronically or non-electronically to all counsel and self-represented parties of record and that written consent for electronic delivery was received from all counsel and self-represented parties of record who were or will immediately be electronically served or (2) was served on other parties as required by statute, court order or rule.

| Certification of Service                                                                                                                                                                                                                                                                                                                                                                                                                     |  |  |  |  |  |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|--|--|
| I certify that a copy of the above (1) was or will immediately be mailed or delivered electronically or non-electronically to all counsel and self-represented parties of record and that written consent for electronic delivery was received from all counsel and self-represented parties of record who were or will immediately be electronically served or (2) was served on other parties as required by statute, court order or rule. |  |  |  |  |  |  |
| * Electronic Signature - Enter your individual juris number:                                                                                                                                                                                                                                                                                                                                                                                 |  |  |  |  |  |  |
| * Telephone: (XXX-XXXX)                                                                                                                                                                                                                                                                                                                                                                                                                      |  |  |  |  |  |  |
| * Enter Date Mailed/Delivered here: (MM/DD/YYYY)                                                                                                                                                                                                                                                                                                                                                                                             |  |  |  |  |  |  |

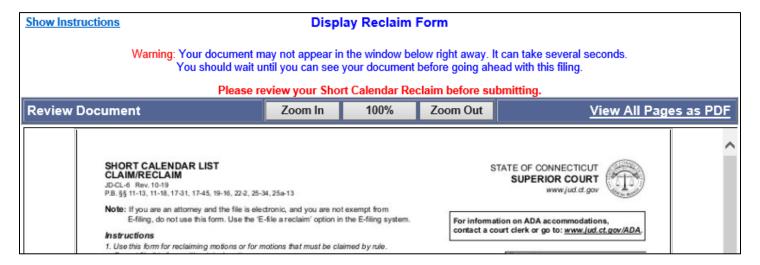
- 9. Enter your **telephone number** and the **date that you mailed** the copy to other self-represented parties and attorneys in your case.
- 10. Click Continue, the Display Reclaim Form screen displays

## **Review Information (Data) and Documents**

You are responsible for the information you have entered. Be sure the summary of the information that you have entered is accurate.

1. Review the **document** to be sure that it is the correct. Click **View All Pages as PDF** to see all the pages in a separate window.

**Note:** The system takes several seconds to show the document so wait to see the whole document before you try to continue with the filing. Use the scroll bar on the side of the window to move through all pages of the document.



2. If you need to make changes, click the Change this Reclaim Information button.

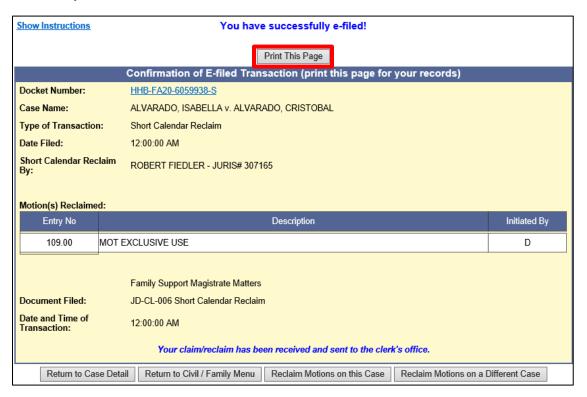
**Note:** DO NOT click the Back button on your browser to return to the previous page. Clicking that browser button clears the information that you have entered. Use ONLY the **gray buttons** provided at the bottom of each screen to move back and forth in e-filing.

3. Click **E-File this Reclaim**, the **Confirmation Page** will display

## **The Confirmation Page**

1. Click **Print This Page** and keep a copy of the confirmation page for your records

**Note:** The <u>Procedures and Technical Standards of E-Services</u> require you to keep a copy of this confirmation page. If you forget to print it, you can get a copy of the page by going to **My E-Filed Items**, entering the dates you filed documents, and then choosing **Details** on the right side of the list of the items you have filed.



- 2. Choose an action:
  - Click the Docket Number or Return to Case Detail button to go to the Case Detail page of the
    case. You have access to your case as soon as you file it electronically.
  - Click Return to Civil/Family Menu to return to the home page
  - Click Reclaim Motions on this Case, to reclaim an additional document.
  - Click Reclaim Motions on a Different Case, to navigate to the Select Case screen
- If you have finished e-filing, click the Logout button at the top right of the page



**Need help?** If you have any other questions about filing a document on-line, call the E-Services Support Line at (866) 765-4452 or e-mail <a href="mailto:EServices@jud.ct.gov">EServices@jud.ct.gov</a>. If you have questions about your *court file*, please call the clerk of the court where your case is located. You can find the telephone number for the court at the following link: <a href="http://www.jud.ct.gov/directory/location/Default.htm">http://www.jud.ct.gov/directory/location/Default.htm</a>.